



## Human Resources

DATE POSTED: March 25, 2005

REQ. # 05-080

**NOTICE OF JOB OPENING**  
**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**  
**EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, FL 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position must be posted for at least five (5) working days from 03-25-05 TO 03-31-05, but will remain open until filled.

DEPARTMENT/DIVISION
INFORMATION TECHNOLOGY

POSITION AVAILABLE
MANAGER

# OF OPENINGS
1

STARTING SALARY
\$53,517.15 / year

COMMENTS
DRIVING POSITION

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 778**  
**PAY GRADE 26**  
**SALARY : \$53,517.15 - \$85,588.88**  
**INFORMATION TECHNOLOGY MANAGER**

**MAJOR FUNCTION:** Professional work in the Information Technology Department managing a team of information systems support specialists in the delivery of information systems support services to our customers.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:** **Knowledge:** Knowledge of information systems design including design methods and techniques. Knowledge of information systems programming, administration, and trouble-shooting. Knowledge of information systems hardware and operating systems including operating characteristics and limitations. Knowledge of network, and telecommunications design, software and hardware. Knowledge of recent technical developments in information systems. Knowledge of Federal, state, and local laws as they apply to information systems. **Abilities and Skills:** Ability to work effectively with customers, information systems support specialists, other information systems support managers, and the Director and Assistant Director to deliver support services to our customers in a timely and cost effective manner. Ability to analyze customers' needs, formulate an information systems solution, and summarize the solution plan to the customer in non-technical terms. Ability to present oral and written reports clearly and concisely. The skills required include project management skills, interpersonal skills, technical analysis skills, and language skills.

**ESSENTIAL JOB FUNCTION:** Plans, organizes, and supervises the daily activities of information systems support specialists in providing on-going customer support services. Analyzes specific customer needs and problems. Plans and designs solutions for customer needs and problems including software, hardware, network communications, and training components. Develops detail solution implementation plans and manages implementation projects. Coordinates with the assistant director and other information systems support team managers for the completion of department-wide projects. Develops departmental technical standards, policies, and procedures in conjunction with the managerial team of the Director, Assistant Director, and other information systems support managers. Completes employee evaluations for the information systems support specialists assigned to manager's team. Consults with other information systems support managers on the evaluation of other specialists which have performed work as a temporary member of a project team supervised by the manager. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Frequent walking and standing.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constant work inside the office in a sedentary posture.

**WORK HAZARDS:** Possible vision dysfunction due to heavy computer work.

**SAFETY EQUIPMENT USED OR NEEDED:** None

**EDUCATION/EXPERIENCE:** Four year degree, B.S. in Computer Science or related field preferred, from an accredited college or university. Eight years of progressively more responsible experience in information system programming, design, administration, and support, with at least four years in a managerial or supervisory position.

A comparable amount of training or experience may be substituted for the minimum educational qualifications based on two years of experience for one year of education.

**LICENSE, CERTIFICATION, OR REGISTRATION:** Must have a valid Florida driver's license and a good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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